

Request for Proposal

Justice, Equity, Diversity and Inclusion Consultant/Facilitator

Chicago Wilderness Alliance
Sponsored by the Friends of the Forest Preserves
411 S. Wells Street, Suite 300
Chicago, IL 60607-3927

Submission Deadline: Thursday, October 8, 2020
ChicagoWilderness.org

September 11, 2020

**RE: REQUEST FOR PROPOSALS – JUSTICE, EQUITY, DIVERSITY and INCLUSION
CONSULTANT/FACILITATOR FOR CHICAGO WILDERNESS ALLIANCE**

Introduction

The Chicago Wilderness Alliance (the “CW” or “Alliance”) is seeking proposals from a professional JEDI Consultant/Facilitator to help identify important next steps to assist Chicago Wilderness Alliance leadership and membership in becoming more effective allies to support racial justice.

The qualified candidate will provide services that include, but are not limited to consulting on JEDI principles in order to tactfully address internal cultures, unconscious bias, and practices; evaluate and reform all programs, communications, policies, procedures, and practices that contribute to systemic racism; and provide training and resources which will instead focus on diversity, equity and inclusion so that we can continue to evolve as an organization.

About Chicago Wilderness Alliance

Chicago Wilderness is a regional alliance that leads strategy to preserve, improve and expand nature and quality of life. By connecting leaders in conservation, health, business, science, and beyond we tacking challenging issues to ensure a resilient region. Building on a 20+ year legacy of collaboration, our broad alliance of partners with more than 200 members advance work in Illinois, Indiana, Wisconsin and Michigan. The Chicago Wilderness Alliance envisions a region full of life; a region where people and nature thrive, directly benefiting each other.

- **Diverse Voices**
Chicago Wilderness Alliance is committed to embracing the full diversity of voices in the region: from city neighborhoods to farming communities, from volunteers to corporations, from faith-based organizations to academic institutions. Full richness of participation is essential for the success of an integrated green vision.
- **Led by a Green Vision**
We envision a region with vibrant nature that promotes health, economic vitality, and well-being for all. We engage with diverse communities to care for the environment. We focus on the opportunity to restore healthy lands and waters, create expansive green corridors, revitalize brownfields, and make nature's wonders accessible to all.
- **Create a United Region**
We work across geographic boundaries to nurture healthy habitats for people, plants, and wildlife. The Chicago Wilderness region stretches around Lake Michigan from southwestern Michigan to northwestern Indiana, northeastern Illinois, and into southeastern Wisconsin. We use rigorous science to reach shared aspirations and tackle challenges to benefit our collective home.

Background

The Chicago Wilderness Alliance is seeking proposals from expert facilitators and strategists to support the work of the Alliance. Prior to COVID-19 the Alliance had planned to have a, as part of the biannual Conservation Congress on April 2, 2020, a facilitated conversation with the Chicago Freedom School about issues of justice, equity, diversity and inclusion in the conservation community and enable attendees from all backgrounds to be able to share their perspectives in a brave space. However, due to public gathering restrictions from COVID-19, the event was cancelled and this necessary conversation was paused as member agencies adapted to a changing environment. As the Alliance responded to the health pandemic and found the collective voice to promote the benefits of nature nurturing us back to health, the importance for focusing efforts on racially-based injustices re-emerged as a priority. The envisioned and aspirational green vision for the region cannot be fully realized unless all people who call the Chicago Wilderness Region home have access to nature and have a voice in conservation based decision making.

In July 2020, the Alliance's Executive Council charged the Steering Committee to solicit proposals from a consultant who can train and educate Alliance members, develop a strategy for the Alliance to help address issues of racial injustice within the conservation community, and help to identify and eliminate barriers that may be contributing to systemic racism so that our membership can grow to become as diverse as the communities we serve and the natural communities we work to preserve and protect.

Scope of Project & Budget

The Chicago Wilderness Alliance is seeking responses that provide information on how a Justice, Equity, Inclusion and Diversity consultant will provide the following services. In particular, we are looking for a facilitator to:

- Create a safe space for shared learning among the members of the Alliance;
- Help the Alliance determine what role it should play addressing racial injustice within the conservation community and which strategies should be deployed to engage with membership of JEDI issues.
- Provide structured learning experiences to help our individual members combat unconscious bias and racial injustice while promoting diversity, equity, inclusion, and related topics;
- Collect feedback from stakeholders to identify potential causes for our Alliance's lack of diversity and ideas for long-term solutions that work; and
- Identify areas that need improvement and reform, and provide guidance on cost-effective strategies and solutions that can be implemented to engage and attract underrepresented groups.

Budget for this project is \$10,000 - \$20,000, with potential for extension/expansion.

RFP Submission Requirements

Please reply to this request with a narrative document and budget proposal no longer than 5 pages. Supporting documents that demonstrate experience and organizational capacity including case studies, final reports, and/or resumes & CVs are encouraged and will not count towards the 5-page limit.

Proposals will be held in confidence and not released in any manner until after contract is awarded. Phone and/or in-person interviews will be conducted with those organizations selected for further consideration from among the proposals received.

By submission of a proposal, you agree, if your proposal is accepted, to enter into an agreement with the Friends of the Forest Preserves on behalf of the Chicago Wilderness Alliance.

Proposals will be awarded to the most qualified, responsible and responsive candidate complying with the conditions and specifications presented herein. All rights are reserved by the Chicago Wilderness Alliance to determine whether the selection, in its judgment, meets the needs or purpose intended. Such decisions shall be final and not subject to recourse.

Your response should be submitted by email to Laura Reilly, CW Coordinator by the end of day, Wednesday, September 30th, in the form of a .pdf document with a clear description of how you intend to provide the Required Services. Please provide a clear description of how this service would be provided, who would be providing it (including Resume/CVs as attachments), experience in providing similar services (especially in support of a network or alliance-structured organization such as CW, and clear description of anticipated financial structure using the information provided above and in the Background Information provided.

Qualifications are due on Thursday, October 8, 2020

Timeline

RFQ Submission Date	Thursday, October 8, 2020
In-Person/Phone Interviews	Monday, October 12 – Friday, October 16, 2020
Selection Date	Wednesday, October 21, 2020
Project Start-Date	On or before November 1, 2020
Project Timeline	December 1, 2020 – March 31, 2021

Proposals should be sent to:

Chicago Wilderness Alliance
Attn: Laura Reilly, CW Coordinator
411 S. Wells Street, Suite 300
Chicago, IL 60607-3927
Phone: (312)282-0481
Email: laura.reillycw@gmail.com

All costs in connection with the preparation and submission of a proposal shall be paid by the candidate. All materials provided to you with this RFP are for information purposes only. All risks associated with the information contained within any document given to you by the Chicago Wilderness Alliance are transferred to any candidate who chooses to use that information in forming the basis of any presentation or design. Candidates are invited to obtain or confirm all information directly if they so desire.

No advantages shall be taken by either party of manifest clerical errors or omissions in the specifications. All proposers are requested to notify Chicago Wilderness Alliance immediately of any errors or omissions that may be encountered. Submittals become the property of Chicago Wilderness Alliance which is not liable for any costs incurred by submitting organizations.

Evaluation & Selection Criteria

Submittals received by the Chicago Wilderness Alliance will be evaluated and ranked according to the established criteria.

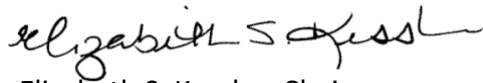
- Alignment with member-led, collaborative-conservation, mission
- Capacity to provide required services.
- Qualifications and past project experience of all consultant's representatives with major responsibilities for the project.
- Proven ability to effectively research and gauge clients' needs.
- Proven ability of firm's representative(s) to communicate effectively with client.
- Cost.

The Chicago Wilderness Alliance reserves to itself the right to waive any irregularities or deficiencies in the proposal of any candidate, to reject the proposal of any candidate, and/or to negotiate with any candidate concerning any of their respective proposals or parts thereof.

The Chicago Wilderness Alliance reserves the right to request additional written information from firms. The Alliance will negotiate agreement terms with the candidate chosen.

Thank you for your interest in the Chicago Wilderness Alliance. We look forward to receiving your response to this Request for Proposal (RFP). Please direct any contacts and questions regarding this project to the undersigned.

Sincerely,



Elizabeth S. Kessler, Chair
Chicago Wilderness Alliance



Laura Reilly, CW Coordinator
Chicago Wilderness Alliance